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A G E N D A

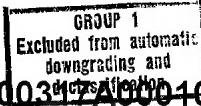
Career Service Panel  
Office of Research and Development  
3 February 1969

0900 hours  
Room 607 - Conference Room

1. Review of agenda for 3 February 1969.
2. Review of minutes for 6 January 1969.
3. a. Promotion actions.  
b. ORD staff changes or additions.  
25X1A9a [REDACTED]
- 25X1A9a 4. Consider promotion action for [REDACTED]  
from GS-14 to GS-15.  
25X1A9a [REDACTED]
- 25X1A9a 5. Consider promotion action for [REDACTED]  
from GS-14 to GS-15.  
25X1A9a [REDACTED]
6. Further consideration of ORD CSP members  
meeting with Mr. Carl E. Duckett/DD/S&T.
7. New business.

Attachment:  
GS-12's - Division Rating Assignments  
(February 1969)

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CAREER SERVICE PANEL  
Minutes of the Meeting  
3 February 1969

Attendees:

[REDACTED]

Chairman

25X1A9a

Absentees:

[REDACTED]

Recording Secretary

25X1A9a

1. The meeting was called to order at 0904 hours by the Chairman.

2. There were no additions to the agenda for 3 February 1969.

25X1A9a

3. [REDACTED] moved that the minutes for 6 January 1969 and 14 January 1969 be approved as written. [REDACTED] seconded the motion. Vote unanimous. Motion carried.

25X1A9a

4. [REDACTED] reported on the following:

AWARDS

25X1A9a

[REDACTED] - Certification of Distinction - to be presented on 17 February. (PC/ORD)

PROMOTIONS

25X1A9a

[REDACTED] from GS-13, Step 10 to GS-14, Step 6 (RP/ORD)

25X1A9a

[REDACTED] - GSS-11 to GSS-12 (RP/ORD)

25X1A9a

[REDACTED] - GSS-11 to GSS-12 (An/ORD)

25X1A9a

[REDACTED] - GS-4 to GS-5 (MBSD/ORD)

[REDACTED] - GS-3 to GS-4 (An/ORD)

QUALITY STEP INCREASES

25X1A9a

[REDACTED] from GS-13, Step 2 - GS-13, Step 3. (PC/ORD)

TERMINATIONS

25X1A9a

[REDACTED] resigned 24 January 1969 from An/ORD - Physical Scientist-Research - GS-14. Reason: Personal matters.

25X1A9a

[REDACTED] - LWOP NTE 6 months - Secretary-Steno - GS-5. Reason: Return to school.

4. (Continued)

ADDITIONS

25X1A9a [REDACTED] - Physical Scientist-Research - GS-13.  
Reemployed from Military (Optics/ORD)

25X1A9a

5. [REDACTED] moved that the CSP recommend approval for promotion

25X1A9a of [REDACTED] from GS-14 to GS-15. [REDACTED] seconded the motion.

25X1A9a Three members voted for and four members opposed the recommendation.  
Motion was not carried.

6. CSP members opposing the above recommendation stated their reasons  
as follows:

25X1A9a

Did not feel [REDACTED] is GS-15 stature.

25X1A9a

[REDACTED] has not caught "hold" as a  
consistent valuable asset to the division  
at this grade level. There has always  
been a question of whether he is going to  
stay or leave ORD.

25X1A9a

[REDACTED] has not demonstrated the per-  
formance that would warrant a promotion to  
GS-15 as compared to people on the GS-14  
list. His performance is not sufficiently  
outstanding to merit the promotion.

25X1A9a

Agreed with [REDACTED] that [REDACTED] has  
not sufficiently demonstrated superior  
performance in comparison to others.  
Consideration must be given to the shortage  
of headroom for GS-15's.

25X1A9a

7. [REDACTED] stated that the Career Service Panel only recommends  
approval for promotion to D/ORD and does not make a final decision. The  
division chief has the right to present his case to D/ORD.

25X1A9a

8. [REDACTED] moved that the CSP recommend approval for promotion  
of [REDACTED] from GS-14 to GS-15. [REDACTED] seconded the motion. Three  
members voted for and four members opposed the recommendation. Motion was  
not carried.

9. CSP members opposing the above recommendation stated their reasons  
as follows:

25X1A9a

Timing is too fast on [REDACTED] promotions.  
Suggest we review six months from now.

25X1A9a

[REDACTED]  
Agree that timing is too fast.

9. (Continued)

25X1A9a [REDACTED]

: Suggest we review recommendation a year from now. [REDACTED] has brought out his accomplishments but not the things that he has not accomplished. The work that [REDACTED] is doing now is what he has been doing as a GS-14. He has not gone to GS-15 level.

25X1A9a [REDACTED]

25X1A9a

I accept the fact that [REDACTED] is a competent person and is certainly going to move up; however, I think it would in order to suggest that his promotion recommendation be reviewed a year from now. It is a matter of timing.

25X1A9a

25X1A9a 10. [REDACTED] requested that the CSP allow him to review [REDACTED] who has been a GS-14 longer than any of the others on the GS-14 25X1A9a list, with the exception of [REDACTED] asked for CSP 25X1A9a opinions as he has been trying to make a decision on whether to submit 25X1A9a a promotion recommendation for [REDACTED] for some time and has wondered 25X1A9a if it was a wise thing to do, or was he doing [REDACTED] an injustice 25X1A9a by not doing so when he has compared him with other GS-14's. After 25X1A9a discussion with the CSP, [REDACTED] stated that no action will be taken 25X1A9a on [REDACTED] at this time.

11. The CSP then discussed the matter of having the CSP members meet with Mr. Carl Duckett/DD/S&T. The CSP unanimously decided that such a meeting should be scheduled. The Chairman asked that each division submit a list of questions which they might want Mr. Duckett to discuss at the meeting to [REDACTED] by 17 February 1969. He, in turn, will correlate these questions and circulate a list to each member of the CSP prior to the next CSP meeting.

25X1A9a 12. The Chairman then assigned reviewer assignments on competitive 25X1A9a evaluations for GS-12's. Since [REDACTED] will come under consideration 25X1A9a at this time, [REDACTED] requested that he ask [REDACTED] to attend the next meeting in his place.

13. Competitive Evaluation assignments were made by the Chairman.  
(SEE ATTACHMENT)

25X1A9a 14. [REDACTED] reported on the following training to be reviewed within the next two months:

- a. Fellowships in Congressional Operations  
(Nominations needed last year by 15 March 1968)
- b. Executive Seminar Centers  
Kings Point, N. Y. and Berkeley, California  
(Nominations needed last year by 12 April 1968)

14. (Continued)

c. Mid-Career Development Course  
(Scheduled usually for April)

25X1A9a

25X1A9a 15. [REDACTED] submitted [REDACTED] as nominee for  
Mid-Career Development Course, if a request for nominations is received.

25X1A9a

25X1A9a 16. After the CSP meeting, [REDACTED] called AO/ORD and requested  
25X1A9a that [REDACTED] be considered for the running of the April Mid-Career  
Development Course. The April timing is important for it appears to be  
compatible with a relative down-time in demands to be made upon [REDACTED]  
25X1A2d1 by the [REDACTED] program.

17. Discussion followed on consideration of promotion actions where  
there is no headroom available. In the past, CSP has considered these  
actions and then forwarded to D/ORD for solution. Majority of CSP  
members felt that this procedure should be continued.

25X1A9a

18. CSP inquired about headroom figures for 1969. [REDACTED]

25X1A9a told the members they could get the current TO pertaining to their  
division from [REDACTED]

25X1A9a

19. [REDACTED] felt that it would be a good mechanism if, when  
evaluating a man for promotion, a division chief could inquire about the  
employee's performance from named in-house references. [REDACTED] stated  
that the names of divisional personnel and others who might be contacted  
could be included in the promotion letter. It was also stated that no  
member of the Panel would contact another division (other than the Chief)  
without first receiving the permission of the "recommending" division  
chief. He also stated that the use of references should take place  
prior to a CSP meeting considering the promotion action.

20. The Chairman scheduled the next meeting for the CSP for  
3 March 1969 at 0900 hours.

21. Meeting adjourned at 1115 hours.

25X1A9a

[REDACTED]  
Executive Secretary  
Career Service Panel/ORD

25X1A9a APPROVED:  
[REDACTED]

Chairman  
Career Service Panel/ORD